



**ADDENDUM  
PURCHASING OFFICE  
CITY OF AUSTIN, TEXAS**

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**Solicitation: IFB 7400-DCM1012REBID1      Addendum No: 1      Date of Addendum: February 10, 2020**

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This addendum is to incorporate responses to questions received for the above-referenced solicitation.

**I. Questions and Responses:**

Q1: Is it possible to get the name of the Company who holds the castings on Lapel pens, and the medals?

R1: The City of Austin has purchased service awards from the following vendors:

1. Leatham Family, LLC
2. Ira Green, Inc.
3. Longhorn Trophies

Q2: Would the City provide the exact dimensions of the lapel pin, exact image of layout in high resolution and the color code for each color used. (Red 183, blue 124 etc). It would be easier to quote with actual quantities, dimensions and Pantone colors. This information is required so that we can determine pricing.

R2: See Attachment A - Service Awards Specifications which identifies a rough estimate of the dimensions of the type and size of service awards. The exact type and quantity of the service awards cannot reasonably be identified and will be determined and finalized at the time of order; Section 0600 Bid Sheet states the Estimated Annual Quantities.

Dimension and Color Code for the City of Austin service awards are:

<u><b>Color Code</b></u>
High Polished Gold
Textured Recessed Metal
Smooth Recessed Metal
Pantone 186 – Red
Pantone 280 – Blue
White
Pantone 109 - Yellow

<u><b>Dimensions of the lapel pin</b></u>
0.75"

Q3: When a custom logo is used, we would need the high resolution JPEG image to attach to our file. At this point providing us that we wouldn't charge a setup fee for the above items.

R3: Section 0600 Bid Sheet, Category 6 – Design Services, allows for Vendors to bid on design services and set-up fees (or other fees) and per Section 0500, Paragraph 10.1 the Contract Manager or Department Designee will provide artwork to begin the pre-production sample preparation.

II. ALL OTHER TERMS AND CONDITIONS REMAIN THE SAME.

ACKNOWLEDGED BY:

\_\_\_\_\_  
Name

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date

**RETURN ONE COPY OF THIS ADDENDUM TO THE PURCHASING OFFICE, CITY OF AUSTIN, WITH YOUR RESPONSE OR PRIOR TO THE SOLICITATION CLOSING DATE. FAILURE TO DO SO MAY CONSTITUTE GROUNDS FOR REJECTION.**